



BPM038391

# **BALTIMORE AND JESSUP SUPPLEMENTARY TRADESPERSONS FOR DPSCS**



- ❖ Solicitation document can be downloaded free of charge.
- ❖ Go to <https://procurement.maryland.gov> and click the eMMA link on the left.
- ❖ New vendors can register for free by clicking the link on the eMMA homepage.
- ❖ If you need assistance, consult QRGs or email [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

## Invitation for Bids

- Only information communicated by the Procurement Officer in writing will be the official position of the State of Maryland.
- Changes to the specifications and clarifications will be posted with the solicitation on eMMA as amendments.
- All amendments must be acknowledged by the bidder.
- Each amendment creates a new Round. If an amendment is issued after your bid has been submitted, move your bid forward to the new Round.

## Procurement Overview

- The award of this contract shall be made to the responsible bidder who submits the lowest responsive bid.
- Meeting the minimum qualifications is part of the responsibility determination.
- The solicitation has a required questionnaire to address the minimum qualifications.
- Reference checks must demonstrate that your company meets the minimum experience requirements and qualifies as a responsible bidder.

## Company Requirements

- Must be in good standing with SDAT and remain so throughout the contract.
- Must be registered with the Office of the Comptroller of Maryland under the company name that appears on your bid.
- Out-of-state companies must have a resident agent in Maryland.
- Vendor must agree to pay a 1% Electronic Transaction Fee as described in the IFB.

# Minimum / Living Wage

- This will be a Tier 1 Living Wage contract.
- The Tier 1 Living Wage will increase to \$16.16/hour and is adjusted yearly.
- MD Minimum Wage increases scheduled annually to \$15/hour.
- Neither of those rates is specific to any service category.
- Bidders must account for projected increases in labor and overhead costs in their yearly billing rates. No adjustments will be given during the contract.

# Bid Submissions

- eMMA Pricing Tab: lines for hourly billing rates for positions on the contract for the estimated number of hours.
- Must bid all lines including those for renewals.
- Required attachments:
  - Attachment B - Bid Affidavit
  - Attachment D - MBE Form
  - Attachment E - Veterans-owned Small Business Enterprise
  - Attachment F - Living Wage Requirements Affidavit
  - Attachment H - Conflict of Interest Affidavit

## **Bid Submissions (continued)**

- Attachment L - Location of the Performance of Services Disclosure
- Attachment S - Company Profile
- Corporate Diversity Addendum
- Legal Action Summary
- List of current and past contracts with the State of Maryland
- Attachments I - Non-Disclosure Agreement, N (Contract Affidavit), and O (Hiring Agreement) are only required upon notice from the Procurement Officer.
- Additional documents may be required by the Procurement Officer after the bid has closed.
- All requested information must be provided within the given time frame, or your bid may be rejected.



## Deadlines

- Questions must be sent to the Procurement Officer by email no later than July 26<sup>th</sup>.
- Deadline for bid submission is Monday, July 28<sup>th</sup> at 4:00 PM.
- Bids may be submitted in eMMA anytime up to the deadline. Must be in the final round at the deadline.
- No other submission method will be accepted (email, courier, etc.).

# Questions



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